

Corbitt Paula

From: DOJHelpDesk@doj.state.or.us
Sent: Friday, November 30, 2018 11:41 AM
To: Corbitt Paula; Slauson Mistie; Smith Sarah; Sifuentez Angie
Subject: Employee Separation Notice

Department of Justice
Personnel Action Request for Separation of Employment
****** THIS SECTION TO BE COMPLETED BY MANAGER ******

Employee: Steve Wolf **EIN#:** OR 0080830 **Classification:** Chief Counsel
Effective Date: 02/28/2019
Division: Legal **Position#:** 9995016 **Supervisor:** Ellen Rosenblum
Section: Chief Counsel Office

Separations	Forms Needed
<input type="checkbox"/> Resignation	<input type="checkbox"/> Resignation Notice
<input checked="" type="checkbox"/> Retirement	<input type="checkbox"/> Employee Separation Checklist
<input type="checkbox"/> Trial Service Removal	<input type="checkbox"/> Supervisor Checklist
<input type="checkbox"/> Termination (Limited Duration or Temporary)	** Please specify in 'Remarks' section if employee will be returning to work in a temporary status; This section is also for noting any clarifications you wish to make about this action, including labor cost/paycheck locations, special archiving requirements for I.S., access to user files required, etc.
<input type="checkbox"/> Transfer out to Another Agency	
<input type="checkbox"/> Other (Dismissal, Layoff, etc.)	

Was this a Limited Duration, Temporary or Law Clerk appointment? ☐ Yes ☒ No
If Yes, enter the last day worked:

Is this employee a data custodian on a current litigation hold case? ☐ Yes ☒ No

Remarks:

Date Submitted: 11/30/2018

HUMAN RESOURCES	
Separation Date: Separation Code:	Separation Code: Temporary
HR Remarks:	Personnel Action Code(s):

Appointing Authority:	Input Date:
Date:	CC:

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This e-mail may contain information that is privileged, confidential, or otherwise exempt from disclosure under applicable law. If you are not the addressee or it appears from the context or otherwise that you have received this e-mail in error, please advise me immediately by reply e-mail, keep the contents confidential, and immediately delete the message and any attachments from your system.

Corbitt Paula

From: DOJHelpDesk@doj.state.or.us
Sent: Friday, November 30, 2018 11:38 AM
To: Corbitt Paula; Slauson Mistie; Smith Sarah; Sifuentez Angie
Subject: Employee Separation Notice

Department of Justice
Personnel Action Request for Separation of Employment
****** THIS SECTION TO BE COMPLETED BY MANAGER ******

Employee: Judith Giers **EIN#:** OR 0139870 **Classification:** Deputy Chief Counsel
Division: Legal **Effective Date:** 02/28/2019 **Position#:** 7505005 **Supervisor:** Steve Wolf
Section: Chief Counsel Office

Separations	Forms Needed
<input type="checkbox"/> Resignation	<input type="checkbox"/> Resignation Notice
<input checked="" type="checkbox"/> Retirement	<input type="checkbox"/> Employee Separation Checklist
<input type="checkbox"/> Trial Service Removal	<input type="checkbox"/> Supervisor Checklist
<input type="checkbox"/> Termination (Limited Duration or Temporary)	** Please specify in 'Remarks' section if employee will be returning to work in a temporary status; This section is also for noting any clarifications you wish to make about this action, including labor cost/paycheck locations, special archiving requirements for I.S., access to user files required, etc.
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Remarks:

Date Submitted: 11/30/2018

HUMAN RESOURCES	
Separation Date: Separation Code:	Separation Code: Temporary
HR Remarks:	Personnel Action Code(s):

Appointing Authority:	Input Date:
Date:	CC:

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